

October 26, 2015

Job Posting

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| Position: | Third Deputy | Department: | Madison County Recorder |
| Work Schedule: | 8:00am-4:00pm, M-F | FLSA status: | Non-exempt |
| Job Category: | COMOT (Clerical, Office Machine Operation, Technician) | | |

Maintains files and indexes of all instrument documents officially filed and recorded according to prescribed laws.

Duties:

Answers phone and greets office visitors, determines nature of call, responds to inquiries and/or routes caller to appropriate person or department.

Assists office visitors with completing forms, obtaining certified copies of documents, and conducting research on computer, in books and on microfilm.

Assists with incoming mail and outgoing mail, including sorting, distributing and posting.

Researches and locates appropriate documents and records upon request from inquiring parties.

Copies documents and maintains files and indexes of mortgages, deeds and termination documents officially filed and recorded.

Types, copies and files documents, correspondence and related instruments, as assigned.

Responsible for petty cash, issuing receipts and recording fees.

Performs other related duties as assigned.

Requirements:

High School Diploma, or equivalent; Working knowledge of general bookkeeping skills, standard office procedures; ability to operate standard office equipment, such as computer, microfilm equipment, copier, etc.; ability to effectively communicate orally and in writing; ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Applications are available in the Madison County Commissioners office, Madison County Government Center, Suite 104, between the hours of 8:00AM and 4:00PM. The deadline for submission is Monday, November 9, 2015 at 4:00PM.

Madison County Government is an Equal Opportunity Employer